

MONROE COUNTY

JOB DESCRIPTION

Position Title: Affordable Housing Coordinator (Ombudsman) - Revised

Date: 11-30-2006

Position Level: 12

FLSA Status:

Class Code:

GENERAL DESCRIPTION

This is complex administrative and technical work coordinating, facilitating and expediting county government response to public and/or private sector and other government initiatives concerning creating and preserving affordable, employee and/or workforce housing (together "Affordable Housing"). This position is assigned organizationally to the Housing and Community Development Division.

KEY RESPONSIBILITIES

1. *Assist residents, developers and agencies in the preparation and/or review of applications for development approval for Affordable Housing and coordinate processes for expediting Affordable Housing development.
2. *Prepare staff reports for expediting review of Conditional Use permits for Affordable Housing projects.
3. *Research, recommend and prepare amendments and/or updates to the Comprehensive Plan and Land Development Regulations relating to Affordable Housing.
4. *Produce written reports and studies with findings, recommendations and implementation strategies.
5. *Prepare applications for Land Use District Map and the Future Land Use Map amendments as needed for Affordable Housing development.
6. *Prepare and maintain technical and historic database for housing and Affordable Housing tracking system.
7. Assist long-range planning programs for housing; draft amendments, including vision statement and goals and objectives, and coordinate Affordable Housing element of Comprehensive Plan.
8. Assist with administration of grants as directed, including grant application preparation.
9. Carry out projects as assigned.
10. Attend meetings as required.
11. Perform other related duties as required.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education and Experience</i>	Requires Bachelor's Degree and 7-10 years progressively responsible experience in related field. A comparable combination of education and experience will be considered
	Extensive knowledge of and/or experience in working with Monroe County's Comprehensive Plan and Land Development Regulations are desirable. Core Curriculum and Advanced Curriculum Certification in Florida Housing Finance Corporation's Affordable Housing Catalyst Program must be completed within two (2) years of employment in this position.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	An individual employed in this position is expected to be available as necessary to fulfill job obligations.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>James R. Prews</u>	Signature: <u>[Signature]</u>	Date: <u>12/7/2006</u>
<i>Deputy County Administrator:</i>		
Name: <u>Thomas J. Willi</u>	Signature: <u>[Signature]</u>	Date: <u>12/11/06</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____